



Human Resource Letters - 3

C1- C2

Module 1

Summary

- ❑ Resignation Letter.
- ❑ Notice Periods and Notice Periods Waiver Letter.
- ❑ Exercises.

Here's What
We will be
Learning in this
Presentation:



Vocabulary

Dismissal: the act of ordering or allowing someone to leave.

Regrettably: unfortunately (used to express apology for or sadness at something).

To word something: to write something carefully.

Aid: help, support.

Transition: the process or a period of changing from one state or condition to another.